



In this edition

- [FY 2012 Budget](#)
- [Zoning Verification Letter](#)
- [Monthly Lunchtime Learning Session](#)
- [New Information Bulletins](#)
- [Laredo Street Bridge Closure](#)
- [NEC Update](#)
- [Board/Commission Openings](#)
- [PTAC Seminar](#)
- [Performance Measures](#)
- [Permit Activity](#)



Roderick Sanchez  
AICP, CBO

## Development Services July 2011 Newsletter

### FY 2012 Budget

As part of the annual budget process, the Department proposes the following revenue enhancements for FY 2012:

Description	FY 2011 Rate	FY 2012 Rate
After Hour Fee for Counter Service for Temporary CoO (requests after 4 p.m.)	\$0	\$50/Hour
Plan Review Extension Fee	\$0	25% of plan review fee
Completeness Review Resubmittal - Plan Review Fee	\$0	\$50/Resubmittal
Completeness Review Resubmittal - Plat Review Fee	\$0	\$50/Re-submittal
Sign Plan Review Fee (No Refunds)	\$0	\$50/Permit
Sign Certification Fee	\$20/Inspection	\$50/Inspection
Contractor Number Research Fee	\$0	\$10/Contractor
On-Line Research Fee	\$0	\$25/hour (1 hr min)
Notary Fee Increase (as allowed by State)	\$3/Notary	\$6/Notary
Manufactured Home Park Plan Fee	\$700/Plan	\$600/Plan
Manufactured Home Park Plan Amendment Fee	\$500/Amendment	\$400/Amendment
Temporary Tree Maintenance Fee	\$60/Temp. License	\$75/Temp. License

[Join Our Mailing List!](#)

If you would like to receive updates, important information or notifications about special training events, please join our department mailing list.

Director, Development  
Services  
City of San Antonio

## Zoning Verification Letters

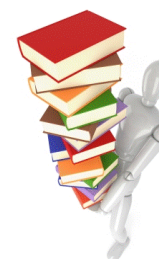
The department may have some temporary delays in processing zoning verification letters. The historical "hanging" zoning maps (i.e. zoning prior to year 2001) are in bad shape with significant wear and tear and in general the maps are becoming more difficult to read and interpret. For this reason, the department is having the maps sent out to a professional contractor for scanning to preserve what is left of their integrity. After they are scanned the maps will be returned to us.

The maps have been picked up by the contractor and they are not certain how long the maps will be out, possibly a few weeks. In some cases, the unavailability of the maps may impact our delivery for Zoning Verification letters. There are other redundancies in the system, such as the card catalog, and the even older denim maps but the lack of hanging file maps may cause gaps in the zoning research.

All Zoning Verification letter requestors need to be aware the historical maps are not available because they are getting archived and during this temporary transition the turnaround times on the letters may be longer than normal.

## Monthly Lunchtime Learning Sessions

Development Services hosts monthly lunchtime learning training sessions taught by experts in their respective disciplines. These sessions cover key issues in the development process, address current trends and concerns, and provide beneficial information to our customers, community and stakeholders. Each of these FREE sessions last about an hour and a half and are held in Training Rooms A/B on the second floor of the Cliff Morton Development and Business Services Center, 1901 S. Alamo. Our scheduled courses are listed below.



**Sign Inspection Concerns**

**August 19, 2011**

**Revised Occupancy Classification Letter**

**September 16, 2011**

For more information and registration, visit our website at  
<http://www.sanantonio.gov/dsd/lunchlearn.asp>

## New Information Bulletins

**IB 200 -Swimming Pool Chemicals Form** - the purpose of this Information Bulletin is to standardize the reporting format for sanitization chemicals used in swimming pools that may be present in a facility. The IB contains a copy of the form and contact information for questions.

**IB 192a - Occupancy Classification Letters** - the purpose of this Information Bulletin is to identify and explain the City's code requirements for the submittal of an Occupancy

Classification Letter and Provide a standardized format with which to report types of storage and/or use of combustible stock and hazardous materials for the proposed project.

**IB 192b - Frequently Asked Questions related to Occupancy Classification**

**Letters** - the purpose of this Information Bulletin is to provide a list of Frequently Asked Questions with the department's response. The IB also provides contact information for additional questions.

**IB 175 -Medical Gas Form** - the purpose of this Information Bulletin is to standardize the reporting format for medical gases that may be present at a medical care facility. The IB contains a copy of the form and contact information for questions.

## Laredo Street Bridge Closed for four months

The South Laredo Street Bridge at Alazan Creek, located just south of downtown and west of Interstate 35 South, is closed for four months. The closure, from the I-35 frontage road to Apache Street, is part of a \$2.1 million replacement of the bridge. Traffic will be detoured to other streets until the bridge re-opens in October 2011. This project is part of the City's 2007-2012 Bond Program Citywide Bridge Replacement Program. The program is replacing City-owned bridge structures rated as deficient, due to compromised structural integrity, insufficient drainage capacity, or inadequate traffic provisions, or a combination. The South Laredo Street Bridge was selected to improve the deficient structural integrity of the existing bridge, particularly in the lower support structures of the bridge.

The bridge cannot be constructed in phases and will be closed during construction to ensure public safety. Full closure of the bridge has been contractually limited to 120 calendar days (four months) in order to expedite re-opening of the bridge. South Laredo Street is traveled frequently by freight trucks that access the nearby produce businesses.

## NEC Updates

The Electrical Board approved Draft L of the proposed amendments to Chapter 10 of the 2011 National Electrical Code (NEC). The meeting was held in the Boardroom of the Development & Business Service Center @ 1901 S. Alamo, July 20th. You can see Draft L on our website at <http://www.sanantonio.gov/dsd/pdf/2011NEC.pdf>

## Board & Commission Openings



Individuals who have an interest in City government and are also interested in helping to serve the San Antonio community are invited to apply for one of the positions available on the following board and commissions:

- Building and Fire Code Board of Appeals - (1) positions
- Capital Improvements Advisory Committee - (3) positions
- Electrical Board - (4) positions

- Mechanical Appeals and Advisory Board - (5) positions
- Plumbing and Fuel Gas Appeals and Advisory Board - (4) positions
- Zoning Board of Adjustment - (1) position
- Zoning Commission - (2) position

The Building and Fire Code Board of Appeals is comprised of 11 members appointed by the Mayor and each City Councilmember for two-year terms. The Board determines appeals for the suitability of alternate materials and types of construction and provides for interpretation of the Building and Fire Code. Meetings are held on the third Wednesday of each month, if necessary, at 9:00 AM at the Cliff Morton Development and Business Services Center, 1901 South Alamo, 1st Floor. There is only one appointee per district. For more information, please go to [http://www.sanantonio.gov/dsd/buildingfire\\_board.asp](http://www.sanantonio.gov/dsd/buildingfire_board.asp).

The Capital Improvements Advisory Committee is comprised of 11 members serving two-year terms. The Committee advises and assists in the implementation of the impact fee process pursuant to Chapter 395 of the Local Government Code which establishes the method for municipalities to impose impact fees for recouping the cost of off-site capital improvements necessitated by new development. The Committee also serves in an advisory capacity to the City Council with recommendations for the development of the Land Use Assumptions, impact fee related Capital Improvements Plans and in the calculation of the impact fees. The Committee meets as needed. Meetings are usually held on Wednesday mornings at 8:30 AM at the San Antonio Water System (SAWS) offices located at 2800 US Highway 281 North.

The Electrical Board consists of 11 members appointed by the Mayor and each City Councilmember. Members serve two-year terms. The Board hears and decides appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code. Meetings are held quarterly (at minimum) on the second Tuesday, at 9:30 AM at the Cliff Morton Development and Business Services Center, 1st floor, 1901 S. Alamo. Meeting duration is approximately one to two hours. There is only one appointee per district. For more information, please go to [http://www.sanantonio.gov/dsd/electrical\\_board.asp](http://www.sanantonio.gov/dsd/electrical_board.asp).

The Mechanical Board of Appeals is comprised of 11 members appointed by the Mayor and each City Councilmember for two-year terms. The Board determines the suitability of alternate materials and methods of installation, and provides for reasonable interpretations of the Mechanical Code. The Board hears all appeals from decisions of the Director of Development Services respecting the construction, application, and enforcement of the Code. Meetings are held quarterly on the first Wednesday of the month at 9:00 AM in the Cliff Morton Development and Business Services Center, 1901 South Alamo, 1st Floor. Meeting duration is usually one to one and a half hours. There is only one appointee per district. Where 2 are listed one is serving in a holdover capacity and a new category is being advertised. For more information, please go to [http://www.sanantonio.gov/dsd/mechanical\\_board.asp](http://www.sanantonio.gov/dsd/mechanical_board.asp).

The Plumbing and Fuel Gas Appeals and Advisory Board is comprised of 11 members appointed by the City Council for two-year. The Board has jurisdiction over all appeals from decisions made by the Director of Development Services which relate to plumbing installation, and recommends to the City Council any amendments to the Plumbing Code. Meetings are held on the second Wednesday of each month at 9:00 AM at the Cliff Morton Development and Business Services Center, Board Room, 1st Floor, 1901 S. Alamo. Meeting duration is usually one to one and a half hours. For more information, please go to [http://www.sanantonio.gov/dsd/plumbing\\_board.asp](http://www.sanantonio.gov/dsd/plumbing_board.asp).

The Zoning Board of Adjustment is comprised of 11 members appointed by the Mayor and each City Councilmember and six (6) alternates appointed at-large for two-year terms. Members receive \$20.00 per meeting, not to exceed \$1,040 per annum. The Board hears variances and appeals related to the enforcement of Chapter 28, Signs and Billboards and Chapter 35, the Unified Development Code (UDC). The concurring vote of nine (9) members of the Board is necessary to approve a variance. The Board adopts a schedule of meetings each calendar year. Meetings are held at the Board Room of the Cliff Morton Development and Business Services Center, 1901 South Alamo, 1st Floor. For more information, please go to <http://www.sanantonio.gov/dsd/boardofadjustments.asp>.

The Zoning Commission is comprised of 11 members appointed by Mayor and each City Councilmember for two-year terms. Members serve at the will of the City Council until replaced. Members are compensated \$20.00 per meeting not to exceed \$1,040 per annum. The Commission holds public hearings and makes recommendations to the City Council on zoning district boundary changes and regulations in zoning districts. Meetings are held twice-monthly on the first and third Tuesdays at 1:00 PM in the Cliff Morton Development and Business Services Center, 1901 South Alamo Street, 1st Floor. For more information, please go to [http://www.sanantonio.gov/dsd/zoning\\_commission.asp](http://www.sanantonio.gov/dsd/zoning_commission.asp).

Individuals interested in serving on one of the boards or commissions can obtain an application by visiting <https://webapps2.sanantonio.gov/boardcomm/Vacancies.aspx>. For questions or for more information, contact (210) 207-7253.

## PTAC Seminar

The Procurement Technical Assistance Center (PTAC), administered by the City's Planning and Community Development Department, is providing a free seminar especially designed to establish connections for service disabled veterans. The Service Disabled Veteran's Business Symposium is scheduled from 8 a.m. to 4 p.m. on Tuesday, August 23 and continues on Wednesday, August 24 from 8 a.m. to noon at the GI forum offices, located at 611 N. Flores.

Co-hosted by the Hispanic Contractor's Association and the GI Forum, the seminar offers:

- Roundtable discussions with established business owners
- Step by step guide to starting your own business
- Assistance with selling to the government
- Learning about available government benefits
- Professional counseling to get your business on the right track

To register or to learn more about government contracting, contact PTAC at (210) 207-4680. Parking is available and meals and snacks are provided.

## FY 2011 Performance Measures

### June Performance Data:

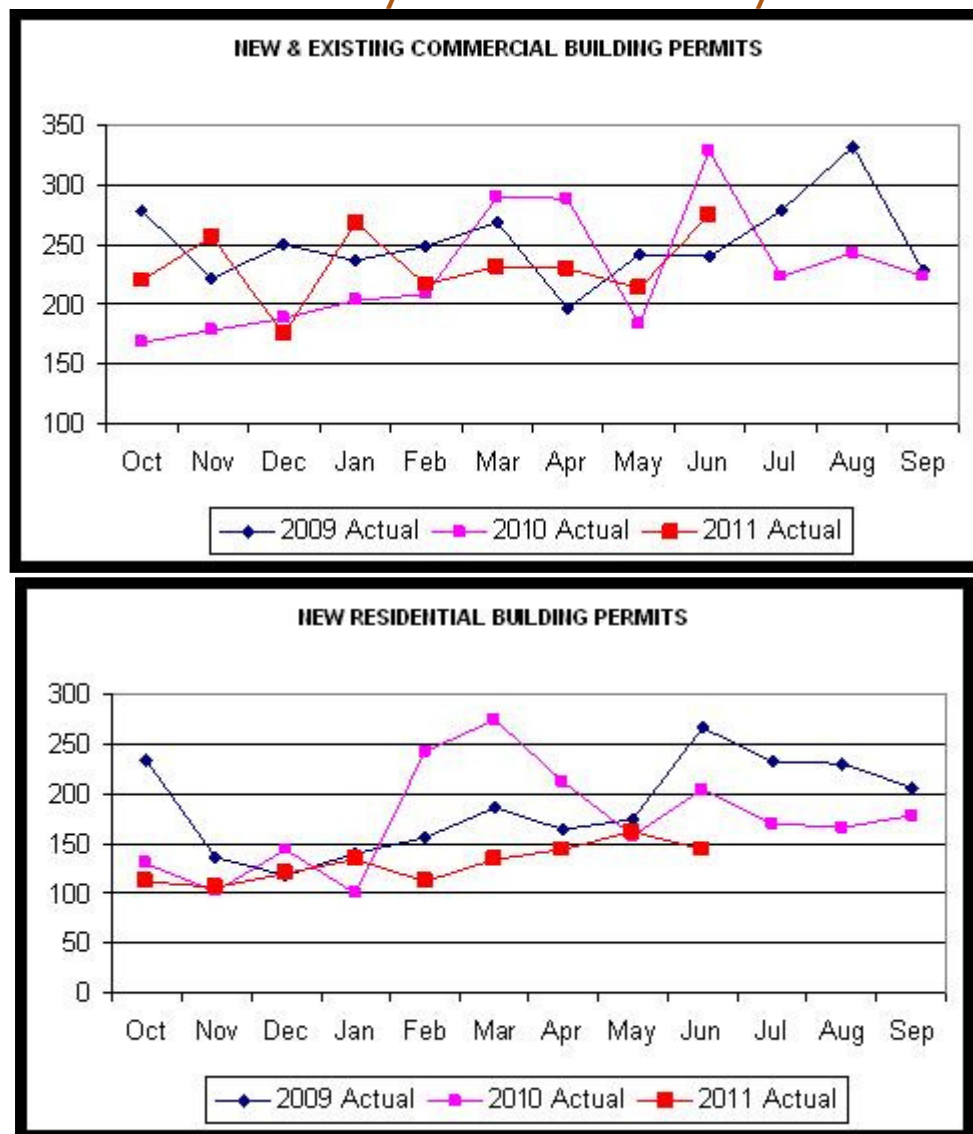
*Activity*

*Performance*



Major Plats Technical Review (Goal: 35 Calendar Days only)	24 Calendar Days(DSD)
Residential Plans Review (Goal: 3 Working Days)	3 Working Days
Complex Commercial Plan Review (Goal: 18 Calendar Days)	18 Calendar Days
Inspections Performed as Scheduled (Goal: 96%)	98% as Scheduled
Call Center Telephone Abandonment Rate (Goal: 5%)	3% Abandoned
Customer Service Survey Score (Scale 1-5, highest is 5)	4.67

## Monthly Permit Activity



[Forward email](#)



Try it FREE today.

This email was sent to james.flood@sanantonio.gov by [developmentservicescustomerservice@sanantonio.gov](mailto:developmentservicescustomerservice@sanantonio.gov) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

City of San Antonio Development Services | 1901 S. Alamo | San Antonio | TX | 78204